



Hawai'i State Foundation on Culture & the Arts
Folk & Traditional Arts Program

**FOLK & TRADITIONAL ARTS
CULTURE LEARNING GRANT GUIDELINES 2012 & 2013**

TITLE:	Hawai'i State Foundation on Culture and the Arts (HSFCA) Culture Learning Grants 2012 & 2013 (two years)
PURPOSE OF THE GRANT:	To support the perpetuation of Hawaii folk and traditional arts by funding culture learning projects for cultures of Hawaii. This is a new pilot culture learning grants program. Priority will be given to cultures of the Pacific Islands (not Hawaiian) and cultures of Southeast Asia.
ABOUT THE HSFCA:	Mission – To promote, perpetuate, preserve, and encourage culture and the arts, history and the humanities as central to the quality of life of the people of Hawai'i. The Culture Learning Grants Program allows the HSFCA to: <ul style="list-style-type: none"> (1) encourage leadership and education in culture and traditional arts by furthering learning and understanding of folk and traditional arts, (2) increase access by making funding available statewide and encouraging neighbor island participation, (3) increase access by making funding available to cultural communities with low participation in other HSFCA grants programs, and (4) Provide arts education in the folk and traditional arts for children and youth and/or families from these cultural communities.
CONTACT:	Denise Miyahana, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts Phone: 586-0771 Email: denise.miyahana@hawaii.gov Neighbor islands call toll free: Hawai'i – 974-4000 ext 6-0771 Maui – 984-2400 ext 6-0771 Kaua'i – 274-3141 ext 6-0771 Lana'i/Moloka'i – 1-800-468-4644 ext 6-0771
APPLICATION CONTENTS:	Complete and submit the enclosed required application materials : <ul style="list-style-type: none"> • Profile Form (information about your organization). • Project Form (narrative project description) • Project Budget Forms (project expenses and income). Application materials are also available on HSFCA website: www.hawaii.gov/sfca



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APPLICATION DUE DATE:	<p>Saturday April 23, 2011 (postmarked date) to:</p> <p>Denise Miyahana, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts 250 South Hotel St., 2nd floor Honolulu, Hawai'i 96813</p> <p>Do not fax or email application. Required application materials not received or postmarked by the application due date will not be considered.</p>
GRANT PERIOD:	<p>July 1, 2011 through June 30, 2013 (two years)</p> <p>First year project period is July 1, 2011 through June 30, 2012. The first year's project activities must begin and be completed within fiscal year 2012.</p> <p>Second year project period is July 1, 2012 through June 30, 2013. The second year's project activities must begin and be completed within fiscal year 2013.</p>
ELIGIBILITY:	<p>1. Eligibility is limited to folk and traditional arts that are relevant to Hawaii's cultural heritage. These arts have grown through time within Hawaii's island communities. They share the same ethnic or cultural heritage, language, religion, geographic area or way of life.</p> <p>For this pilot program, priority will be give to Pacific Islander and Southeast Asian cultures in Hawaii. Target audience is children & youth and/or families.</p> <p>2. Applicant must be a nonprofit organization, designated as exempt from federal income tax by the Internal Revenue Service (IRS).</p> <p>3. Applicant organization must have at least one year's experience with the type of project proposed. The HSFCA may grant an exception to this policy where the requesting or proposing organization has demonstrated the necessary experience in the program area.</p>



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<p>ELIGIBILITY DOCUMENTATION:</p>	<p>Applicants who are currently receiving a grant from the HSFCA are considered eligible.</p> <p>First-time applicants must provide certain documents in order to assess eligibility. Organizations are encouraged to allow sufficient time to make any necessary changes to bylaws or adopt any policy statements that will allow the organization to be eligible for HSFCA funding prior to the application deadline.</p> <p><u>Documents</u></p> <ol style="list-style-type: none"> 1. A copy of the organization's tax exempt status letter from the IRS; and 2. A copy of the organization's bylaws and required policy statements. <p><u>An organization's bylaws or policy statements MUST INCLUDE:</u></p> <ol style="list-style-type: none"> 1. Statements which establish a governing board whose members have no material conflict of interest and serve without compensation; 2. A description of the manner in which business is conducted; 3. A statement verifying that nepotism is prohibited; and 4. Procedures for addressing potential conflict-of-interest situations. <p>If your organization needs to submit eligibility documentation, please do so as soon as possible. This will allow time for any changes you may need to make to your bylaws before the application deadline.</p>
<p>MAXIMUM GRANT & ELIGIBLE EXPENSES:</p>	<p>\$10,000 is the maximum grant amount that an organization may request or receive for each of the two years.</p> <p>Grant funds are to be used to cover the following:</p> <ul style="list-style-type: none"> • Teaching artist's fee for teaching • Travel expenses (U.S. only). • Project supplies. • Classroom space • Project administration (limited to 10% of grant request)



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<p>WE DO NOT FUND:</p>	<ul style="list-style-type: none"> • Building, renovation, maintenance of facilities, or other capital expenditures • Activities completed prior to the project period • Fellowships, scholarships, theses, dissertations, tuition • Fund raising • Grant management fees or indirect cost rates • Commissioning visual artists to execute professional works of art • Costs for food and/or refreshments • Perquisites • Equipment purchases and/or long-term equipment rentals, including musical instruments, tools • Foreign travel • Subgrants or regrants • Interest payments, insurance, or similar finance costs. Audits. • Utilities and communications costs (e.g. water, electricity, telephone) • Un-itemized miscellaneous • Maintenance or repair costs • Technology-related expenses, including but not limited to computer hardware or software, Internet, website, or E-mail, or contracted assistance to design or maintain such services
<p>APPLICATION CRITERIA AND REQUIREMENTS: <i>(applications not meeting these criteria will not be considered)</i></p>	<ul style="list-style-type: none"> • All application materials must be submitted. Anything missing means the application is incomplete. Incomplete applications will not be considered (see Application Contents above). • Only one application per organization. • Project cannot begin before July 1, 2011 or end after June 30, 2013.
<p>APPLICATION PACKAGE PREPARATION</p>	<p>This application is a Word.doc. The boxes expand as you type.</p> <p>Since we need to make copies of your application for panel review:</p> <ul style="list-style-type: none"> • Do Not staple your materials. • Do Not put your application and support materials in a 3-ring binder or any pronged folio or any sleeves. <p>Word processing: Use a legible font such as Times Roman or Arial, and font size 10 to 12.</p>



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HOW APPLICATIONS ARE REVIEWED AND EVALUATED:	<ul style="list-style-type: none"> • Demonstrated commitment to the cultural traditions and the project by the organization and its staff or contractors on the project. • Completeness and clarity of proposal. • The experience/skill requirements for a may be relaxed in cases where the number of prospective teachers in a community is very limited. • Applications will be reviewed in a panel meeting and panelists will make funding recommendations to the HSFCA Board of Commissioners for grants approval. • Applicants will receive written notification of the outcome of their application.
OTHER INFORMATION:	<ul style="list-style-type: none"> • Contemporary fine arts are not eligible. These may include but are not limited to contemporary painting, contemporary sculpture, filmmaking, directing, etc. • Occupational "folklife" or "folkways" such as massage therapy, use of medicinal herbs, cooking, farming and fishing will not be considered at this time, unless the application focuses on an aesthetic aspect (for example carving the fishhooks/tools/ implements or festive ceremonies related to the occupation).
PROJECT REQUIREMENTS AFTER SELECTION:	<ul style="list-style-type: none"> • One or more site visits will be conducted by HSFCA staff, and may include documenting the activity or activities. • Applicant organization must submit a final report after each year which includes both a narrative and financial report. Supplemental materials are encouraged. • HSFCA reserves the right to continue or discontinue the project after the first year.

HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS

SAMPLE WORDING FOR YOUR ORGANIZATION'S BYLAWS

Your organization's bylaws and policies statement must include language to incorporate the following:

- The board serves without conflict of interest.
- Non-compensation of board members.
- Nepotism policy.
- Management of conflict of interest policy.
- Signature of authorization.
- Smoking policy
- Nondiscrimination.

It will be up to your organization to determine the best wording. We provide some samples as follows"

Conflict of Interest

Sample 1: Any issue relative to a conflict of interest or perception of a conflict of interest shall be determined by the Board of Trustees. Trustees shall have no financial interest in or be engaged in an official capacity in any business undertaken with the organization by which she or he may stand to benefit directly.

Sample 2: Any issue relative to a conflict of interest or perception of conflict of interest shall be determined by the Board of Directors. Directors shall have no substantial financial interest in or be engaged in an official capacity in any business undertaken by the non-profit organization by which she or he may stand to benefit directly.

Compensation

Sample 1: The Board of Directors shall serve without compensation.

Nepotism

Sample 1: Any persons employed under contract by this organization or serving on the Board of Trustees shall be chosen on the basis of merit and not on that of family relationship to a member or members of the Board of Trustees.

Non-Discrimination

Sample 1: there shall be no discrimination on the basis of race, color, religion, sex, national origin, marital status, age or handicap with regard to hiring, assignment, promotion, or other conditions of staff employment, use of volunteers, or delivery of other services. This policy shall apply to membership on the organization's governing body and its duly organized committees.

Non-Smoking

Sample 1: Smoking is hereby prohibited at all times in all interior spaces controlled by the *Hawaiian Islands Organization*.

Authorized Representative

Sample 1: The President or the Administrator are authorized to execute, from time to time, the activities of the *Hawaiian Islands Organization*. They are authorized to sign all documents, checks, applications and contracts required by the *Hawaiian Islands Organization* for financial support, purchase of services and all other requirements necessary for the organization.

Sample



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CULTURE LEARNING GRANT PROFILE FORM

(Writable Word document)

Organization Name:					
Address:					
City:		State:	HI	Zipcode:	
Congressional District:			State Senate District:		
				State House District:	
FEIN:		Year Founded:			
Principal Administrative Officer:					
Title:					
Phone:		Fax:			
Email:					

Applicant Discipline: (select one):

- ☐ 01 dance
- ☐ 02 music
- ☐ 03 opera/music theatre
- ☐ 04 theatre
- ☐ 05 visual Arts
- ☐ 06 design Arts
- ☐ 07 crafts
- ☐ 08 photography
- ☐ 09 media arts
- ☐ 10 literature
- ☐ 11 interdisciplinary
- ☐ 12 Folklife/Traditional Arts
- ☐ 13 humanities
- ☐ 14 multi-disciplinary
- ☐ 15 non-arts/non-humanities

Organization Status (select one):

- ☐ 01 Individual
- ☐ 02 Organization – Nonprofit
- ☐ 03 Organization – Profit
- ☐ 04 Government – Federal
- ☐ 05 Government – State
- ☐ 06 Government – Regional
- ☐ 07 Government – County
- ☐ 08 Government – Municipal
- ☐ 09 Government – Tribal



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CULTURE LEARNING GRANT PROFILE FORM

___ 99 None of the Above

Type of Organization (select one):

- ___ 01 Individual - Artist
- ___ 02 Individual - Non-Artist
- ___ 03 Performing Group
- ___ 04 Performing Group - College/University
- ___ 05 Performing Group - Community
- ___ 06 Performing Group for Youth
- ___ 07 Performance Facility
- ___ 08 Museum - Art
- ___ 09 Museum - Other
- ___ 10 Gallery/Exhibition Space
- ___ 11 Cinema
- ___ 12 Independent Press
- ___ 13 Literary Magazine
- ___ 14 Fair/Festival
- ___ 15 Arts Center
- ___ 16 Arts Council/Agency
- ___ 17 Arts Service Organization
- ___ 18 Union/Professional Association
- ___ 19 School District
- ___ 20 School - Parent-Teacher Association
- ___ 21 School - Elementary
- ___ 22 School - Middle
- ___ 23 School - Secondary
- ___ 24 School - Vocational/Technical
- ___ 25 School - Other
- ___ 26 College/University
- ___ 27 Library
- ___ 28 Historical Society/Commission
- ___ 29 Humanities Council
- ___ 30 Foundation
- ___ 31 Corporation/Business
- ___ 32 Community Service Organization
- ___ 33 Correctional Institution
- ___ 34 Health Care Facility
- ___ 35 Religious Organization
- ___ 36 Senior Citizens' Center
- ___ 37 Parks and Recreation
- ___ 38 Government - Executive
- ___ 39 Government - Judicial



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CULTURE LEARNING GRANT PROFILE FORM

- ☐ 40 Government - Legislative (House)
- ☐ 41 Government - Legislative (Senate)
- ☐ 42 Media - Periodical
- ☐ 43 Media - Daily Newspaper
- ☐ 44 Media - Weekly Newspaper
- ☐ 45 Media - Radio
- ☐ 46 Media - Television
- ☐ 47 Cultural Series Organization
- ☐ 48 School of the Arts
- ☐ 49 Arts Camp/Institute
- ☐ 50 Social Service Organization
- ☐ 51 Child Care Provider
- ☐ 52 None of the above

Is your organization non-profit and determined to be tax-exempt by the IRS? ☐ Yes ☐ No

Grantee Race/Ethnicity (federal reporting requirement) (*select one*):
(*Racial composition of staff, or board, or membership*)

- ☐ A 50 percent or more Asian
- ☐ B 50 percent or more Black/African American
- ☐ H 50 percent or more Hispanic/Latino
- ☐ N 50 percent or more American Indian/Alaska
- ☐ P 50 percent or more Native Hawaiian/Pacific
- ☐ W 50 percent or more White
- ☐ 99 No single group above represents 50 percent or more of staff or board or membership.

ACCESSIBILITY PROFILE

The HSFCA encourages programs and activities to be readily accessible and usable by older adults and persons with disabilities (such as, but not limited to, learning disabilities; physical, emotional or mental disabilities; or persons with life threatening diseases).

Please indicate below the accommodations you make possible to reach these constituencies:

<input type="checkbox"/>	Scheduling, such as special tours, viewings, or visits
<input type="checkbox"/>	Services such as sign language interpretation, wheel chair availability, provided transportation
<input type="checkbox"/>	Adapted materials such as print in large type, closed captioned videotapes, and/or audiotapes of performances, exhibits, lectures, etc.
<input type="checkbox"/>	Programming such as classes, lecture demonstrations, etc. for audiences with special needs
<input type="checkbox"/>	Tickets/admission discounts
<input type="checkbox"/>	Other, specify: <input type="text"/>



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CULTURE LEARNING GRANT PROFILE FORM

LIST MAJOR ACTIVITIES AND ATTENDANCE

--

DESCRIPTION OF MANAGEMENT AND ARTISTIC STAFF INCLUDING BOARD MEMBERS
(A list may be attached)

--

Sample



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CULTURE LEARNING GRANT PROFILE FORM

SOURCES OF INCOME FOR MOST RECENTLY COMPLETED FISCAL YEAR

Fiscal Year:

(Round to the nearest whole number)

Admission and Other Fees:	
Fees from Contractual Services:	
Corporate and/or Foundation Support:	
Other Private Support (Individuals):	
Government Support – Federal (not HSFCA):	
Government Support - State/Regional/County (not HSFCA):	
Membership Revenue:	
Other Revenue (Specify):	
Subtotal Cash Income:	
HSFCA Amount Received (if applicable):	
TOTAL CASH INCOME:	

ORGANIZATION'S TOTAL OPERATING BUDGET

(Round to the nearest whole number)

Fiscal Year:	Last FY		Current FY		Next FY	
Total Operating Income:	\$		\$		\$	
Total Operating Expense:	\$		\$		\$	



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CULTURE LEARNING GRANT PROFILE FORM

CERTIFICATION

The information contained in this/these application(s) is correct to the best of my knowledge and has been duly authorized by the governing body of the applicant based on the terms, conditions and specifications set forth in the HSFCA Culture Learning Grant Guidelines. I understand that this Certification form must be submitted to the Hawai'i State Foundation on Culture and the Arts **by** the application deadline.

Authorizing Official(s):

Date:			
Signature:			
Name (print or type):			
Title:			
Phone:		Fax:	

Date:			
Signature:			
Name (print or type):			
Title:			
Phone:		Fax:	

HSFCA USE ONLY - DO NOT WRITE IN THIS AREA

___ Eligible ___ Ineligible

APPLICATION NUMBER: _____



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CULTURE LEARNING GRANT PROJECT DESCRIPTION FORM

(Writable Word document)

Fiscal Year (check one):		<input type="checkbox"/> FY 2011-2012		<input type="checkbox"/> FY 2012-2013	
Project Title:					
Purpose:		The purpose of this project is to:			
Project Period:		From (mmddyy):		To (mmddyy):	

PROJECT CONTACT INFORMATION

Name of Organization:					
Address:					
City:			State:		Zip:
Project Director or Project Coordinator:					
Phone:		Fax:		Email:	

PROJECT STATISTICAL INFORMATION

Project Race: (check one). Project clearly emphasizes the traditions or culture of one particular race.

- ☐ A Asian
 ☐ P Native Hawaiian/Pacific Islander
☐ B Black/African American
 ☐ W White
☐ H Hispanic/Latino
 ☐ 99 No single group
☐ N American Indian/Alaskan Native

Project Discipline: Folklife/Traditional Arts

Islands Served Directly by this Project: (check all that apply)

☐ Kaua'i
 ☐ O'ahu
 ☐ Maui
 ☐ Moloka'i
 ☐ Lana'i
 ☐ Hawai'i

Number of Individuals Benefiting (estimate):	
Number of Artists Participating (estimate):	
Number of Other Professionals Participating (estimate):	



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CULTURE LEARNING GRANT PROJECT DESCRIPTION FORM

PROJECT DESCRIPTION
(Boxes will expand as you type)

Description of Project (including timeline, key individuals, location):

Amount Requested: \$ _____

Project Audience: (check all that apply)

☐ At-Risk Youth

☐ Economically disadvantaged persons

☐ Families

☐ Older Adults

☐ Children and Youth

☐ Persons with disabilities

Any Comments About Project Audience:

Need and Impact of the Project:

Publicity:

Evaluation:



**HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS
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PROJECT BUDGET FORM FOR CULTURE LEARNING GRANT
(Writable form - add or insert lines as needed)

Fiscal Year (check one): _____ FY 2011-2012 _____ FY 2012-2013
 Project Title: _____
 Name of Organization: _____

PROPOSED BUDGET - EXPENSES

	No. of Persons	Rate of Pay	No. of hours =	Total Cash Expenses	SFCA Share	In-kind \$ value
1. Personnel Costs (employees)						
a. Administrative						
				-		
				-		
				-		
				-		
				-		
b. Artistic/Professional						
				-		
				-		
				-		
				-		
				-		
c. Technical/Production						
				-		
				-		
				-		
				-		
				-		
2. Outside Fees and Services (non-employees)						
a. Artistic/Professional						
				-		
				-		
				-		
				-		
				-		
b. Other						
				-		
				-		
				-		
3. Other Expenses						
a. Space Rental						
b. Travel						
Transportation	# Trips	Rate				



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PROJECT BUDGET FORM FOR CULTURE LEARNING GRANT
(Writable form - add or insert lines as needed)

Fiscal Year (check one): _____ FY 2011-2012 _____ FY 2012-2013
Project Title: _____
Name of Organization: _____

PROPOSED BUDGET - EXPENSES

	No. of Persons	Rate of Pay	No. of hours =	Total Cash Expenses	SFCA Share	In-kind \$ value
(Inter-island Airfare)				-		
				-		
				-		
				-		
Per Diem	<u># Persons</u>	<u>Rate</u>	<u>Days</u>			
	X		X	-		
	X		X	-		
	X		X	-		
	X		X	-		
	X		X	-		
c. Marketing (Promotion)						
d. Remaining Operating Expenses:						
Supplies and Materials						
Other Expenses						
Total Expenses =				-	-	-



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PROJECT BUDGET FORM FOR CULTURE LEARNING GRANT
(Writable form - add or insert lines as needed)

Fiscal Year (check one): _____ FY 2011-2012 _____ FY 2012-2013
Project Title: _____
Name of Organization: _____

PROPOSED BUDGET - INCOME

1. Fees Collected

a. Admission & Fees Cash Revenue

_____ persons x _____	per _____	= _____	-
_____ persons x _____	per _____	= _____	-
_____ persons x _____	per _____	= _____	-
_____ persons x _____	per _____	= _____	-

b. Contracted Services

_____	_____
_____	_____
_____	_____

2. Private Corporate or Foundation Support

_____	_____
_____	_____
_____	_____

3. Federal Grants or Awards

_____	_____
_____	_____
_____	_____

4. State/Regional/County Support (list individually)

_____	_____
_____	_____
_____	_____
_____	_____

6. Applicant Cash (including trust funds)

_____	_____
_____	_____
_____	_____

Subtotal	=	\$	-
SFCA Funds for this project	=	\$	-
Total Cash Revenue	=	\$	-